

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Region 10, Seattle, WA		POSITION NUMBER 00047573	
3. CLASSIFICATION ACTION: a Reference of Series and Date of Standards Used to Classify This Position					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation Environmental Protection Specialist		GS	0028	012	001
4. SUPERVISOR'S RECOMMENDATION Environmental Protection Specialist		GS	0028	12	001
5. ORGANIZATION, TITLE OF POSITION (if any) Office of Ecosystems, Tribal and Public Affairs		6. NAME OF EMPLOYEE Sheryl M. Stohs			
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		e.			
b. Ecosystem & Community Health Unit		f.			
c.		g.			
d.		h. Organization Code 91089000			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> (S) First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> (A) An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> (M) A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> (B) A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> (T) "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input type="checkbox"/> (N) None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the Position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that it is information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Wenona Wilson, Manager, Ecosystem & Community Health Unit, OETPA		d. Typed Name and Title of Second-Level Supervisor Kate Kelly, Director, Office of Ecosystems, Tribal and Public Affairs			
b. Signature Wenona Wilson		c. Date 2/17/11		e. Signature Kate Kelly	
f. Date 2/17/11					
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		b. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade		c. Functional Code 00	
d. Bargaining Unit Code 0095		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties ( 25 % of time) <input type="checkbox"/> This position is subject to random drug test ( )		f. Signature S B Hodge	
g. Date 3/8/11					
11. REMARKS STATEMENT OF DIFFERENCE FLSA changed based on agency review.					

**POSITION DESCRIPTION**  
**ENVIRONMENTAL PROTECTION SPECIALIST, GS-0028-12**  
**ENVIRONMENTAL JUSTICE COORDINATOR**

Incumbent serves as an Environmental Justice (EJ) Coordinator in the Ecosystem and Community Health Unit within the Office of Ecosystems, Tribal and Public Affairs, Region 10. The incumbent's responsibilities include EJ program planning and development, especially with regard to EJ regional integration; EJ policy and technical analysis; provision of EJ training and technical assistance; and outreach, coordination, and liaison work with regional offices, Headquarters, state, tribal and local governments and external stakeholders. Incumbent will serve as project officer for EJ small grants.

**CORE DUTY STATEMENT:**

The Environmental Justice Program is a high priority for the Agency, which crosscuts media boundaries and involves extensive outreach both within and outside the Regional Office. The EJ Program is responsible for a variety of functions, including: implementing goals and objective consistent with the President's Executive Order 12898 and other directives and guidance such as EPA Administrator guidance; integration of environmental justice into EPA regional programs; coordinating with states and tribes around issues of environmental justice, including EJ program development; managing EJ Small Grants; conducting community outreach efforts to assist in identifying environmental justice issues and strategies to address them; monitoring and tracking national and state environmental justice legislation; and developing models for effective environmental justice approaches.

**SPECIFIC MAJOR DUTIES:**

1. **Program Development:** Serves as a technical specialist for the organization in the application of advanced theories, concepts, principles and processes related to environmental justice. Develops programs and/or models of environmental justice analysis and implementation that may require support from Headquarters, other federal agencies, state agencies, tribal governments and community groups. Facilitates implementation of projects in consultation with regional Office Directors and staff that will support National Program Manager's (NPM) priorities, strategies, and performance measures targeted to improve the public health and environment of vulnerable populations, particularly minority, low-income, tribal and disadvantaged populations. Works to develop and implement plans to integrate environmental justice into EPA regional programs through provision of outreach, technical assistance, training to regional offices and programs to increase awareness of environmental justice and improve understanding on how to integrate EJ considerations in programs, policies, and activities. Coordinates and facilitates regional workgroups dedicated to multi-media coordination and EJ integration and works to promote sharing of environmental justice activities, successes and challenges across the region.
2. **Policy Analysis & Development:** Uses analytical methods and techniques in researching and examining a wide range of scientific, engineering, legal, environmental protection, environmental management or related administrative support issues and functions. As a result of these analyses, makes recommendations to managers to resolve problems, to propose approaches, or to take some other course of action, which promotes accomplishments of program objectives. Provides technical and policy guidance on environmental justice to regional offices, e.g. in the areas of review on environmental impact statements, screening for potential environmental justice areas of concern, or in the conduct of an EJ analysis. Formulates and administers procedures, plans and policies designed to meet program objectives or meets with policy-makers and assists them in formulating policy in sensitive and difficult areas. Coordinates with agency offices, other federal

agencies, state agencies, tribal governments and community groups in order to study and evaluate alternative measures and program options. Coordinates development of special projects to evaluate options or impacts of possible policy directions and develops schedules for evaluation of policy options. Prepares briefings and written material designed to foster the support and understanding by Environmental Justice stakeholders of the Agency's environmental recommendations, policy or decisions affecting them.

3. Outreach/ Representational Duties: Identifies communication needs and develops informational materials, including web-based, that inform appropriate organizations of the agency's policies, programs, services and activities. Plans, coordinates and evaluates the effectiveness of both information and communication programs in furthering agency goals; advises agency management on policy formulation and the potential public reaction to proposed policies; and/or serves as an agency liaison or focal point with various governmental entities, academic communities or local and private organizations. Develops innovative outreach methods that are appropriate for the various diverse communities of EPA Region 10. Represents the Agency at public meetings, symposiums and conferences.
4. Grants Project Officer: Serves as a project officer and/or technical monitor for grants and cooperative agreements with state, tribal and local recipients. Monitors activities under funded projects to ensure timely completion of objectives. Ensures all project officer duties are implemented effectively and on time. Works to share successful work ("success stories") of grantee with the region, Headquarters and with external stakeholders.
5. Planning: Devises plans and procedures for accomplishing organizational goals and objectives. Proposes strategies and specific courses of action, which appear most promising for achieving identified goals and objectives. Evaluates future trends and identifies resources which will be necessary for future program accomplishments. Identifies and evaluates prospective problem areas and proposes solutions and alternatives for circumventing or surmounting such problems. Identifies and specifies requirements for progress reporting, key evaluation points, milestones, internal/external coordination, administrative support and technical support.
6. Coordination with Headquarters  
Works to coordinate with the Office of Environmental Justice (OEJ), especially with regard to national efforts to integrate environmental justice into the NPM's programs. Monitors and documents progress in the conduct of regional integration projects and EJ Executive Management Council (EMC) priority projects and provides regular updates and reports to headquarters OEJ staff, following communication protocols set by the EJ Program Manager.
7. Environmental Protection/Oversight: Provides advice and assistance, and coordinates with, tribal, state and local governments on matters relating to the development, execution and monitoring of adequate environmental protection plans and programs. Reviews, analyzes and recommends modifications of plans developed by states and tribes to implement various provisions of federal environmental standards; develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state and tribal environmental protection programs. Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water and/or land resources.
8. Other Duties as Assigned: Performs other duties as assigned by management.

**FACTOR I - KNOWLEDGE REQUIRED BY THE POSITION - Level 1-7 1250 Points**

Knowledge of Environmental Justice program planning, development and implementation sufficient to analyze and measure the effectiveness, efficiency, and productivity program operations; resolve complex administrative problems; and or perform a wide variety of analytical studies and projects related to management improvement, productivity improvement, management controls, and long-range planning. Assignments include: developing guidance on techniques for management and methods improvement; analyzing and advising on proposed reorganizations or realignment of functions; and developing manuals and directives covering the administrative aspects of operations.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Knowledge of a wide range of concepts, principles, and practices in a professional or administrative occupation, such as would be gained through extended graduate study or experience, and skill in applying this knowledge to difficult and complex work assignments.

- Expert level of understanding related to the principles, practices and theories of EJ to serve as an authority in identifying, defining and resolving critical problems in the specialty area and applying new developments in making decisions and recommendations which significantly change, interpret or develop important public programs.
- Expert level of understanding of EJ policy, tools, and guidance to effectively evaluate new/existing programs and issues and provide recommendations as to their application in the region, as well as to recommend and develop new EJ programs, policy, tools, models or guidance.
- Knowledge of Environmental Justice principles and environmental media programs (air, water, clean-up) to provide advice and assistance to state, tribal and local governments on matters relating to the development, execution and monitoring of adequate environmental protection plans and programs and the development and review of related grant proposals.
- Knowledge and skill to evaluate and develop the effectiveness of both information and communication programs in furthering Agency goals; advises Agency management on policy formulation and potential public reaction to proposed Environmental Justice policies.
- Knowledge, skills and ability to communicate effectively, to negotiate differences with goal of identifying and satisfying interests of all parties, and to facilitate development of constructive relationships by identifying and articulating issues in timely ways and by consistently following through on commitments.
- Skills to serve in a liaison role including the ability to work collaboratively with external customers and internal team members to accomplish organizational goals through preparing documents, planning meetings, and other activities.
- Expert level of cross-cultural expertise in working with diverse communities, so as to effectively facilitate and or/participate in diverse workgroups and to effectively represent the Agency and relay its goals.
- Ability to prepare and communicate detailed technical, policy and procedural information to both professional audiences and the lay public, in a cross cultural environment, and to synthesize and communicate stakeholder concerns.

- Expert facilitation skills with an emphasis on consensus building ability to develop and implement problem-solving strategies with diverse groups.
- Skill in effective written and oral communication to clearly, tactfully, and effectively communicate conflicting positions and potential solutions, particularly with respect to potentially difficult and sensitive issues with various stakeholder groups.
- Ability to speak in public and represent the agency, including ability to prepare speeches, briefing papers, and talking points, related to environmental or public policy programs.
- High degree of independence and initiative to manage and plan complex activities and programs and carry them through to completion, while meeting deadlines, as well as an ability work as a member of a team.
- Ability to monitor and manage grants and cooperative agreements.

#### **FACTOR 2 - SUPERVISORY CONTROLS - Level 2-4, 450 Points**

The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. The employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project.

The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

#### **FACTOR 3 - GUIDELINES - Level 3-4, 450 Points**

The employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative guidelines usually cover program goals and objectives, such as agency controls on size of work force, productivity targets, and similar objectives. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

#### **FACTOR 4 - COMPLEXITY - Level 4-5, 325 Points**

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Work at this level requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. Assignments typically involve the study of organizations, work processes, or functions that are interrelated. The work requires detailed planning to conduct information gathering; interpretation of administrative records and reports; correlation of information to corroborate facts; and coordination with management representatives.

#### **FACTOR 5 - SCOPE AND EFFECT - Level 5-5, 325 Points**

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations or to analyze and resolve problems in the effectiveness and efficiency of administrative support and staff activities. Work involves the evaluation of program effectiveness usually focuses on the delivery of program services at the operating

level. Advises on changes to program administration in order to reduce or eliminate functional overlap among the agency's substantive programs. Work contributes to the optimum organization and distribution of functions, organizational structure and staffing of activities. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons and/or locations.

**FACTOR 6 - PERSONAL CONTACTS - Level 6-3, 60 Points**

Contacts include persons outside the agency which may include consultants, contractors, or other program officials in a moderately unstructured setting and/or occur on an ad-hoc basis. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.

**FACTOR 7 - PURPOSE OF CONTACTS - Level 7-3, 120 Points**

The purposes of contacts are to influence program managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. The employee may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

**FACTOR 8 - PHYSICAL DEMANDS - Level 8-1, 5 Points**

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

**FACTOR 9 - WORK ENVIRONMENT - Level 9-1, 5 Points**

Work is generally performed in an office setting although some field visits may be necessary.

**Total Points = 2,990, GS-12 (GS-12=2755-3150)**

## Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Stoys, Sheryl M.		This position has no extramural resources management responsibilities.
Position Number	00047573		Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Protection specialist	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0028-11/12		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	ECHU, OETPA		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <i>[Signature]</i>	Date 3/8/11
Personnel Specialist's <i>[Signature]</i>	Date 3/8/11

### Part 1. Contracts Management Duties

<b>Pre-award:</b>	Monitors management and performance of delivery orders/work assignments after award
Plans Procurements	Defines scope of work for work assignments
Estimates Costs	Approves payment requests of ACH drawdowns
Obtains funding commitments	Manages cost-reimbursement contracts
Prepares procurement requests	Reviews invoices
Writes statements of work	Inspects and accepts deliverables
Reviews statements of work	Other (list)
Processes unsolicited proposals	
Responds to pre-award inquiries	
Participates in pre-award conferences	<b>Close-out:</b>
Conducts technical evaluation of proposals	Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests	Reconciles payments with work performance
Other (lists)	Closes-out payments
	Performs cost accounting
<b>Post-award:</b>	Provides assistance to Contracting Officer in settling claims
Prepares delivery orders	Other (list)
Reviews contractor work plans	
Reviews contractor progress reports	
Monitors government-furnished property	
Monitors cost, management, and overall technical performance of contract after award	<b>Percentage of Time Spent on Contracts Management</b>
	%

Continued

Part 2. Grants/Cooperative Agreements Duties		
	Pre-application/Application:	
✓ Prepares solicitation for proposals	Identifies potential grantees for area of program emphasis	✓ Advises Grants Management Office of potential problems/issues
✓ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	✓ Provides administrative information to applicants	✓ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
✓ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	✓ Assists applicant in resolving issues in application	✓ Approves payments requests or ACH drawdowns
✓ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	✓ Negotiates level of funding	✓ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
✓ Conducts site visits to evaluate program capability	✓ Serves as resource to Selection Panel	✓ Negotiates amendments
✓ Informs applicants of funding decisions	Other (list)	✓ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
		✓ When necessary, recommends termination of the agreement
<b>Award:</b>	✓ Prepares funding package, including Decision Memorandum	✓ Resolves with Grants Management Office administrative and financial issues
✓ Obtains concurrences/approvals	✓ Reviews/concurs in completed document	✓ Conducts periodic reviews to ensure compliance with agreement
✓ Establishes project file	Other (list)	Other (list)
		<b>Close-out:</b>
		✓ Certifies deliverables were satisfactory and timely
		✓ Provides assistance to recipients and Grants Management Office to ensure timely close-out
		✓ Reconciles payment with work performed
		✓ Notifies recipient of close-out requirements
		✓ Obtains legal assistance if necessary to resolve incomplete close-out
		✓ If project is audited, responds to issues and ensures recipient complies with audit recommendations
		Other (list)
		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
		25 %
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		
Plans and negotiates work effort	Estimates costs	Monitors cost management and overall technical performance
Obtains funding commitments	Prepares commitment notice	Participates in decisions about project modification/termination
Writes or reviews scope of work	Responds to pre-agreement inquiries	Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Participates in pre-agreement conferences	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)	Inspects and accepts deliverables
Negotiates and ensures execution of Superfund State Contracts (Superfund only)	Performs technical evaluation of work plan and budget	Other (list)
Prepares funding package and obtains necessary concurrences	Other (list)	<b>Close-out:</b>
		Reviews final report
		Decides on disbursement of equipment
		Reconciles payments with work performed
		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
		Certifies deliverables
		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
<b>Project Management/Administration:</b>		
Reviews progress reports/financial reports		<b>Percentage of Time Spent on Interagency Agreements Management:</b>
		0 %